

CITY OF KIRKLAND PLANNING & COMMUNITY DEVELOPMENT 123 5th Avenue, Kirkland, WA 98033 425.587.3225

www.kirklandwa.gov

INSTRUCTIONS FOR FILING ACCESSORY DWELLING UNIT (ADU) APPLICATION

The following information must be submitted with the application:

- 1. A written description of the interior and exterior modifications that will be done to accommodate the accessory dwelling.
- 2. A completed Accessory Dwelling Unit Registration Application, including a site plan showing dwelling location, showing setbacks from all property lines, location of ADU if detached from principal unit, location of parking on site to serve the primary unit and the accessory unit, dimensions of parking spaces, and elevation drawing showing ADU if detached, as well as all changes to principal unit, including indication of all entrances to primary and accessory units.
- 3. If necessary, a completed Building Permit application.
- 4. A signed Affidavit of Owner Occupancy.
- 5. A complete legal description of your property.
- 6. Fees:

Planning and Building Department Review*
Recording fee for Affidavit of Owner Occupancy

* Not required if processed concurrently with a Building Permit application.

Additional information may be required.



ACCESSORY DWELLING UNIT REGISTRATION APPLICATION

Property Address :	SUBMITTAL DATE	PERMITPLAN NO. ADU	
Property Owner:	Property Address:	Zip Code:	
Mailing Address:	ADU Address (if existing):		
City, State, Zip:	Property Owner:	Daytime Phone:	
City, State, Zip:	Mailing Address:	e-mail address:	
Is there an existing accessory dwelling unit (ADU) on the property? Yes No Construction of original residence was completed in the year Will an addition or alteration be necessary to create an accessory unit? Yes No Does proposal involve construction of a unit detached from the primary residence? Yes No Does proposal involve conversion or addition to a detached garage? Yes No If yes, when was garage originally constructed? Yes No If yes, when was garage originally constructed? Yes No If yes, when was garage originally constructed? Yes No If yes, when was garage originally constructed? Yes No If yes, when was garage originally constructed? Yes No If yes, when was garage originally constructed? Yes No If yes, when was garage originally constructed? Yes No If yes, when was garage originally constructed? Yes No If yes, when was garage originally constructed? Yes No If yes, when was garage originally constructed? Yes No If yes, when was garage originally constructed? Yes No If yes, when was garage originally constructed? Yes No If yes, when was garage originally constructed? Yes No If yes, when was garage originally constructed? Yes No If yes, when was garage originally constructed or yes No If yes, when was garage originally constructed? Yes No If yes, when was garage originally constructed? Yes No If yes, when was garage originally constructed? Yes No If yes, when was garage originally constructed? Yes No If yes, when was garage originally constructed or yes No If yes, when was garage originally constructed? Yes No If yes, when was garage originally constructed or yes No If yes, when was garage originally constructed or yes No If yes, when was garage originally constructed or yes No If yes, when was garage originally constructed or yes No If yes, when was garage originally constructed or yes No If yes, when was garage originally constructed or yes No I			
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Owner's Signature	understand that the lead agency is relying on them to		
Owner's Signature			
	Owner's Signature		

Co-Owner's Signature



AFFIDAVIT OF OWNER – OCCUPANCY

I understand that in order to establish an accessory dwelling unit in the City of Kirkland, the property owner must reside in either the principal dwelling unit or the accessory dwelling unit. In other words, the property must be owner-occupied, per Section 115.65.5.b of the Kirkland Zoning Code.

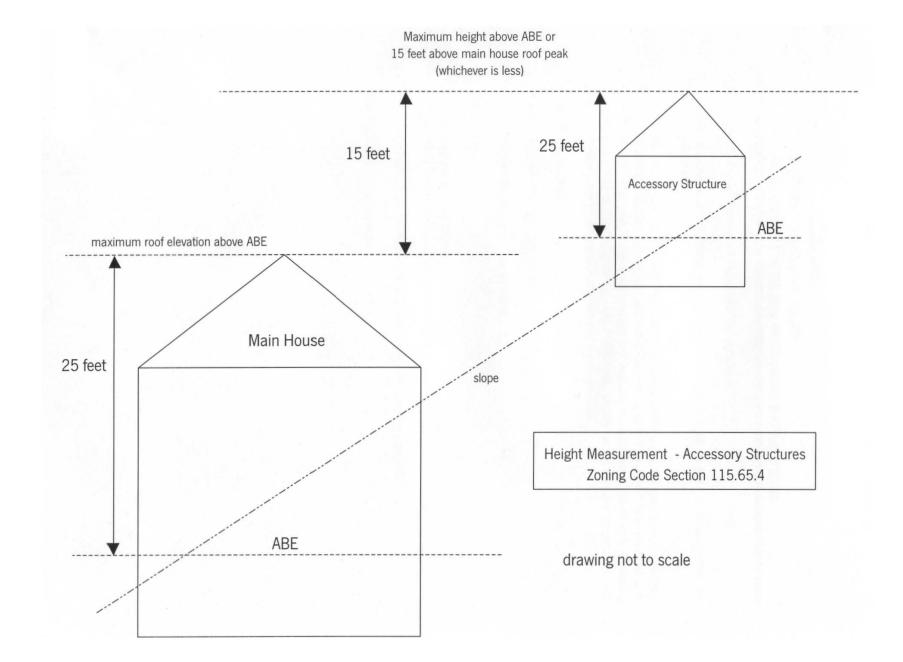
"Owner-occupied" means the primary and permanent dwelling place of a person who has an ownership interest in it. This person lives in such dwelling despite temporary absences, intends it to be his or her legal residence, and intends to return despite temporary stays elsewhere.

I hereby acknowledge compliance with the owner-occupancy provisions of the Kirkland Zoning Code, Section 115.65.5.b, Accessory Dwelling Units.

I certify (or declare) under penalty of perjury under the laws of the State of Washington that the above answers are true and complete to the best of my knowledge. I understand that the lead agency is relying on them to make its decision.

Signature of Applicant	
Applicant (Print full name)	

170.25 - Penalty for Violations: In addition to all other penalties provided elsewhere in the Kirkland Zoning Code, each owner of a structure who maintains or permits an accessory unit therein in violation of any provision of Section 115.65.5, shall be subject to a civil penalty in the amount of one hundred dollars (\$100) per day, for each day the violation is allowed to persist after receiving notice thereof from the Code Enforcement Officer



PROPERTY LEGAL DESCRIPTION